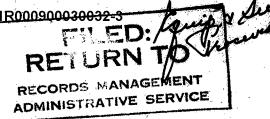
Security Information



MD421ANDUM FOR: Deputy Director (Administration)

SUBJECT:

Proposed Notice Negarding Standardization of Filing Cabinets

- 1. The attached proposed notice regarding the procurement of filing cabinete is submitted for your consideration and approval.
- 2. The objective of this notice is to simplify the procurement of logal and letter size filing cabinets by the establishment of standard types to be consided a free stock and to further the utilisation of standard cablists without locks in wait wees.
- 3. Standardisation of equipment of this type normate economics in precurement and procurement procedures provides uniformity and interchangability; and espaces a more occarate utilization of space. The use of standard caldness without locks in wendt areas in place of the garo-type cabinets results in a difference of approximately \$160.00 mer cobicet.
- 4. The proposed notice has been econimated with the Logistics Office and the Office of Inspection and Security.

Chief, Comercal Services Office

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GSO/RMDB/FR:ew (22 April 1953)

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

NOTICE	
NO.	

-53

March 1953

SUBJECT: Procurement of Letter and Legal-size Filing Cabinets

- 1. Effective upon publication of this Notice, the following policy is established for the procurement of new filing cabinets. LEGOR FOR he
- a. Cabinets without locks. Procurement of correspondence type filing cabinets will be restricted to standard five-fraver legal or letter-size cabinets. The cabinets established as standard are equipped with guide rods and have 24" drawers. Requisitions for legalsize cabinets will not be honored unless accompanied by a certification stating that more than 20% of the record material to be filed is of legal size.
- b. Cabinets equipped with combination locks. Purchases will be limited to the standard four-drawer combination lock legal or letter-size cabinets, depending upon the size of the record material to be filed. Requisitions for the legal-size cabinets will include a justification such as described in (a) above. The cabinets will be of a standard and type to meet the security requirements of the Agency.
- 2. Where feasible, the files of organizational units should be centralized and various series of files combined so as to permit the use of correspondence type filing cabinets without locks in vault areas instead of the expensive type equipment with a combination lock. The approval of the Office of Security is required for the establishment of a vault area.

WALTER REID WOLF Deputy Director (Administration)	ILLEGIB
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